

MERIT PROMOTION PROGRAM - VACANCY ANNOUNCEMENT
CIVILIAN HUMAN RESOURCES OFFICE
UNIT 35020
CAMP SMEDLEY D. BUTLER

POSITION: Clinical Nurse, GS-0610-07/09
SALARY: GS-07: \$29,821 to \$38,767
 GS-09: \$36,478 to \$47,422
LOCATION: Directorate of Nursing Services
 Women/Newborn Health Services
 U.S. Naval Hospital, Okinawa, Japan
NUMBER OF VACANCY: THREE(3)

ANNOUNCEMENT NO: OK-04-041B
OPENING DATE: 03-10-04
CLOSING DATE: Open until filled
(1ST cut off 03/23/04, and then every
2 weeks thereafter until filled)

**AMENDMENT: AMENDS: LOCATION, SUMMARY OF DUTIES, AND METHOD OF EVALUATION
AND NUMBER OF VACANCY: FROM TWO(2) TO THREE(3)**

NOTE 1: All required forms and documents must be submitted with your application on or before the closing date of the announcement. Failure to do so may result in an ineligible rating or may adversely affect the overall rating.

NOTE 2: All requirements including but not limited to experience, time-in-grade, and education must be met by the closing date of the announcement.

AREA OF CONSIDERATION: OKINAWA-WIDE

- Current permanent DoD appropriated fund employees.
- Transfer eligibles: Current permanent, competitive non-Navy/Marine Corps Federal employee.
- Reinstatement eligibles: Attained Career status on a permanent, competitive Federal appointment; or Career-Conditional with reinstatement eligibility, generally within 3 years of separation.
- U.S. citizen spouse and family members of military or civilian personnel of the Federal government residing in the commuting area with SOFA status, and other U.S. citizens residing on Okinawa.
- Compensable veterans with service connected disability of 10 percent or more; non-compensable Veterans; and non-preference Veterans who have been separated from the armed forces under honorable conditions after 3 or more years of continuous service.
- Employment Program for People with Disabilities: Have a physical or mental impairment which substantially limits one or more major life activities.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles: Current or former employees displaced from non-DOD agencies.
- Military spouses within 30 days of PCSing to Okinawa. They will not be referred to the selecting official until they arrive on Okinawa. Applications must be received by the closing date. It is the responsibility of the military spouse to notify CHRO upon arrival on island. They must provide all information concerning positions for which they have applied for (i.e. announcement numbers).

NOTE :

- 1) This position does not incur overseas allowances. Payment of travel and transportation expenses is not authorized. However, anyone on a transportation agreement with LQA entitlements may be granted continuance.
- 2) Applications will be accepted from U.S. citizens residing on Okinawa who do not have SOFA status. However, referral for selection consideration will only be made if there are no qualified SOFA applicants.
- 3) Position is subject to the provisions of the DoD Priority Placement Program.
- 4) Management has the prerogative to select at any grade level for which this position has been announced.

- 5) This recruitment provides promotion opportunity without further competition. However, promotion is not guaranteed and no promise of promotion is implied. Promotion will depend upon the applicant meeting all eligibility requirements, administrative approval, and continuing need for the position.
- 6) This announcement may also be used to fill temporary/permanent positions. Applicants should reflect availability for such positions.

SUMMARY OF DUTIES: This position of Staff Nurse, is located within the Directorate of Nursing Service, 5 East, Couplet Care, Women/Newborn Health Service, U.S. Naval Hospital, Okinawa, Japan. The incumbent provide nursing care to the normal newborn as well as to the antepartum and postpartum patients. Acts as Team Leader or Relief Division Officer, making nursing care assignments for Hospital Corps personnel and JN employees. The incumbent provides comprehensive direct nursing care to the normal newborn and the routine and complicated obstetrical patients based on the physicians medical plan of care, nursing care plans, and the physical, mental and emotional needs of the patient as detected by close frequent observation.

Tour of Duty may include any combination of the work schedules listed below:
Permanent, Full-Time, Compressed work schedule to include a combination of 12-hour, 10-hour, and 8-hour shifts, not to exceed 80 hours per pay period.

12-hour shifts: day shift, 0700-1900; night shift, 1900-0700

10-hour shifts: day shift, 0700-1700; night shift, 1300-2300

08-hour shifts: day shift, 0700-1500; night shift, 2300-0700

An additional 12-hour shift from 1100-2300 may be added when staffing permits as a swing shift to cover potentially busy workloads.

METHOD OF EVALUATION: Qualified candidates will be evaluated based on the following Knowledge, Skills, and Abilities:

- 1) Knowledge of professional nursing principles, practices and procedures required in providing nursing care to the normal newborn as well as to the antepartum and postpartum patients.
- 2) Ability to develop or participate in developing a nursing plan to meet the needs of assigned patients.
- 3) Ability to maintain accurate, current, and complete nursing records in proper format, reflecting pertinent and factual observations, nursing instructions, and documentation of treatment and progress.
- 4) Knowledge of proper working functions of suction mechanisms, isolettes, IV infusion pumps, fetal monitors, infant care, etc..
- 5) Ability to act as Team Leader or Relief Division Officer, making nursing care assignments for Hospital Corps personnel and JN employees..

TIME IN GRADE RESTRICTION: Candidates must have completed 52 weeks of service at the GS-07 level for promotion to GS-09 level, as applicable.

QUALIFICATION REQUIREMENTS: Minimum requirements are available for review in the Office of Personnel Management Qualification Standards Handbook at <http://www.opm.gov/qualifications>.

1) **Basic Requirements: Education:** Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant. **Registration:** Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

2) **In addition to the basic requirements:**

GS-07: Completion of a professional nursing program and one year of experience equivalent to at least GS-5 level **OR** one full year of graduate education or bachelor's degree with superior academic achievement.

GS-09: Two full years of progressively higher level graduate education or a Master's or equivalent degree **OR** one year of specialized experience equivalent to at least the GS-07 level.

OTHER REQUIREMENTS:

- 1) A one-year trial/probationary period is required if applicant selected has not previously met this requirement.
- 2) **Applicant must provide: a) official transcripts, b) copy of active registered professional nurse license, c) copy of diploma/certificate.** Applicants must complete these forms and include with application packet. These documents must be provided when submitting your application.
- 3) If qualified base on education, applicant must provide official transcript
- 4) Failure to provide all or the required information may result in an ineligible rating or may affect the overall rating.
- 5) Credentialing for Health Care Positions: Applicants must provide documentation necessary for credentialing.
- 6) **THIS IS A DRUG TESTING DESIGNATED POSITION.** An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to a final selection. The selection is contingent upon a negative drug test result and, thereafter; the selectee will be subject to drug testing on a random basis as the incumbent of a Testing Designated Position (TDP). Further All Department of the Navy employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the servicing Human Resources Office before a final selection is made. A verified positive drug test result of a current Department of the Navy employee will also be provided to the employing activity/command.
- 7) Male applicants born after December 31, 1959 are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.
- 8) To meet qualification requirements when education is required or being substituted for experience when applicable, the following applies: At the time the education was obtained, the entire institution, applicable school within the institution, or the applicable curriculum was appropriately accredited by the U.S. Department of Education. Education completed outside the U.S. must have been submitted to a private organization that specializes in interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

HOW TO APPLY: Submit the following:

- 1) There is no specific format required. You may submit a resume, OF 612, or SF-171. However, if you submit a resume, it must contain all of the information required on the OF 612. All applications must have an original signature.
- 2) Most recent Performance Rating.
- 3) **Separately list each KSA (Knowledge, Skill and Ability) in the order shown in this announcement and give examples of how and where you have demonstrated each.**
- 4) Current SF-50 (or current NAFI/AAFES personnel action) showing type of appointment (applies to all current and former employees of the Federal government). Applicants who have repromotion eligibility must submit proof (SF-50) when applying.
- 5) NAFI/AAFES employees must submit proof that they are a current employee and have completed one year of continuous service; or documentation that they have been involuntarily separated from such appointment without personal cause within the preceding year and have completed one year of continuous service.
- 6) Veteran preference and non-preference veterans must submit member 4 copy of DD Form 214 (military discharge), which reflects the character of the discharge. Veterans claiming 10 point preference must submit an SF-15 and an official statement, dated within the last 12 months, from the Department of Veterans Affairs or from a branch of the Armed Forces, verifying to the veteran's present disability.
- 7) Supplemental Questionnaire (USMC CHRO) must be attached to application.
- 8) All applicants must attach a copy of sponsor's travel orders to verify eligibility for preference. If current tour has been extended, a copy of tour extension must be attached.
- 9) Application must be received on or before the closing date of the Vacancy Announcement.
- 10) Faxed applications and applications mailed in an official government envelope will not be considered. Incomplete applications may result in an ineligible rating or adversely affect your rating/ranking.
- 11) Inquiries concerning status of application may be made within two weeks after closing date.
- 12) Declaration of Federal Employment, OF-306.
- 13) Your current passport with SOFA stamp.

WHERE TO APPLY: Civilian Human Resources Office, Building 495 (2nd Floor), Camp Smedley D. Butler

The Department of Navy provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Civilian Human Resources Office, Marine Corps Base, Camp S.D. Butler, DSN 645-2475 or 7547. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. Selection is to be made without discrimination for any non-merit reason such as race color, religion, sex, national origin, lawful political affiliation, marital status, physical handicap, age, sexual orientation, or membership or non-membership in an employee organization.

AN EQUAL OPPORTUNITY EMPLOYER